

School Days

Ages	Max Hours Per Day	Max Hours Per School Week	Max Days Per Week	Start Time	Restricted School Hours	End Time
14 & 15	3	18	N/A	7:00 a.m.	7:30 a.m. to 3:30 p.m.	7:00 p.m.
16	8	30/40*	6	6:00 a.m.	7:30 a.m. to 3:30 p.m. ¹	10:00 p.m.
17	8	30/40*	6	6:00 a.m.	7:30 a.m. to 3:30 p.m. ¹	10:00 p.m. 11:30 p.m.* / 1:00 a.m.* ²

*Indicates written parental permission is required.

¹A minor may work between 7:30 a.m. and 3:30 p.m. on a school day with written permission issued by the school that the minor attends.

²A minor 17 years of age may work until 1:00 a.m. on nights followed by a school day if the employer has the written permission of the minor's parent or legal guardian on file at the location in which the minor is employed. However, the nights followed by a school day on which the minor works later than 11:30 p.m. may not be consecutive and may not exceed two nights per week.

Non-School Days

Ages	Max Hours Per Day	Max Hours Per Non-School Week	Max Days Per Week	Start Time	Restricted School Hours	End Time
14 & 15	8	40	N/A	7:00 a.m.	N/A	7:00 p.m./ 9:00 p.m. ³
16	8/9*	30/48*	6	6:00 a.m.	N/A	10:00 p.m./ 12:00 mid.* ⁴
17	8/9*	30/48*	6	N/A	N/A	N/A

*Indicates written parental permission is required.

³June 1 through Labor Day.

⁴On nights that are not followed by a school day, a minor 16 years of age may work until midnight if the employer has the written permission of the minor's parent on file at the location in which the minor is employed.

EFFECTIVE July 1, 2001, as a teen worker under the age of 18, you must get a 30 minute break when you are scheduled to work 6 or more hours.

Always look for Education First employers. These are businesses that have pledged to obey the teen work laws and work with you to make Education First. For more information, visit www.teenworker.org/educationfirst.



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THE TEEN WORKER

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EFFECTIVE July 1, 2001

INDIANA DEPARTMENT OF LABOR

Occupations: 14 and 15 Years of Age

You are NOT permitted to work in any of the following job areas:

INDUSTRIES

Construction, including repair.

Manufacturing, processing, warehousing or storage.

Mining.

Transportation of any kind.

Utility companies.

PROFESSIONS OR ACTIVITIES

Cooking when not in full view.

Baking.

Maintenance or repair of a company facility, its machines, or equipment.

Window washing that involves working from window sills, ladders, or scaffolds.

Loading and unloading goods from trucks, railroad cars, or conveyors.

Work in freezers or meat coolers.

Work in boiler or engine rooms.

EQUIPMENT

Power-driven slicers, grinders, choppers, cutters, or mixers.

Power-driven machinery.*

All work performed from ladders or scaffolds, or their substitutes.

Motorized vehicles.

*Except office machines and certain machines in retail, food service or gasoline service establishments.

Occupations: 16 and 17 Years of Age

You are NOT permitted to work in any of the following job areas:

INDUSTRIES

Manufacturing or storing explosives.

Mining.

Logging, sawmills or similar mills.

Slaughtering, meat packing, or rendering plants.*

Manufacture of brick, tile, or kindred products.

Wrecking or demolition.

PROFESSIONS OR ACTIVITIES

Motor vehicle driver or outside helper.

Occupations involving exposure to radioactive substances.

Roofing.*

Excavation.*

EQUIPMENT

Power-driven woodworking machinery.*

Power-driven metal-forming, punching, or shearing machines.*

Power-driven hoisting apparatus.

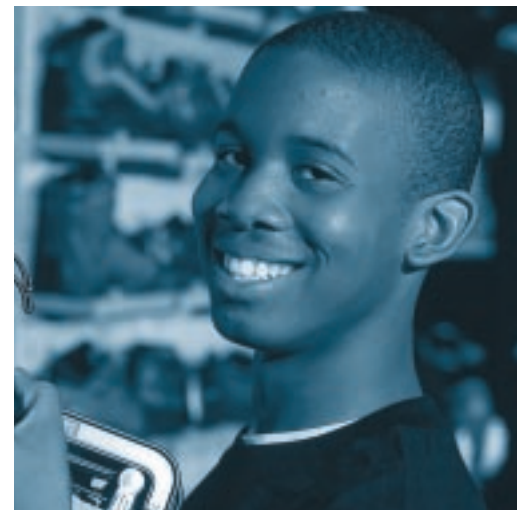
Power-driven paper-products machines.*

Power-driven bakery machines.

Power-driven circular saws, band saws, or guillotine shears.*

Power-driven meat processing machines.

*Student-learners, 16 and 17 years of age, who are enrolled in a cooperative vocational training program may be exempt from these specific prohibited occupations.



TeenworkFacts

To obtain a work permit, you will need to visit the issuing officer at your school. They will provide you with an Intention to Employ Card. Have your employer and parent sign this card and return it to the issuing officer along with your Birth Certificate and Social Security Card.

Birth Certificate

If you don't have (or have lost) your original Birth Certificate, contact the Health Department in the county in which you were born. They can supply you with a new one for a small fee. We urge you to get an extra copy because there will be numerous occasions in the future when you will need it.

Social Security Card

For information on how to obtain a social security number or replace a lost social security card, call 1-800-772-1213. Listen to the options and choose the one you need.

Facts:

The issuing officer at your school can refuse to issue a work permit if your grades or attendance do not meet the standards set by your school corporation.

Your school can revoke your work permit if your grades or attendance drop after you have started working and school is in session.

You can have only one work permit at a time. This means you are not legally permitted to work for two different employers at the same time.

If you are 16 or 17, you are permitted to work past 10PM, but only if your parents give written permission to your employer and it is on file at your place of work.

When school is in session, 16 and 17 year olds are not permitted to work more than 30 hours per week without special written parental permission.

Questions?

If, after reading The Teen Worker, you still have questions about the numbers of hours and days you can work, or the types of jobs you cannot work, call our

Toll-free number: 1-888-TEEN WORK.

Web site: <http://www.teenworker.org>

